

Recruiting Announcement for College/Technical/Vocational Students

**U.S. Department of Energy
Southwestern Power Administration**

**-Open: 08-21-06 Until Filled
-1st cut-off: 09-01-06 then
every two weeks**

Announcement Number: DEU-SW-2006-13

Position: Student Trainee (Information Technology), GS-2299-2/3/4

Beginning Salaries: GS-02 = \$20,687 (or \$9.91 hourly)
GS-03 = \$22,572 (or \$10.82 hourly)
GS-04 = \$25,338 (or \$12.14 hourly)

Benefits: *Earn paid annual vacation leave hours and sick leave hours.
*Flexible work schedule to encourage college success.
*Regular salary increases with satisfactory job performance.
*Tuition assistance.

Duty Location: Southwestern Power Administration, Division of Information
Technology, 2858 South Golden, Springfield, MO 65807-3207

Work Schedule: Monday – Friday. Hours vary per student's schedule. NO weekend work.

Student Career Experience Program: This program (SCEP) is a student employment program combining academic studies with on-the-job experience related to the student's academic major.

Job Duties: Technical writer to assist with the development of system lifecycle documentation in accordance with the Department of Energy guidance, Software Engineering Methodology (SEM), Version 3 (DOE G 200.1-1A). Documentation may include, but not be limited to, Requirements Document, Functional Design Document, Users Manual, Programming Specifications, and Maintenance Manual. The student will need to be able to interview functional users, programmers, database administrators, and system administrators. Limited travel may be required.

Basic Qualifications (All must apply):

- ✓ Students who are U.S. citizens.
- ✓ Students who are enrolled or accepted for enrollment as degree-seeking students with information technology majors or equivalent taking at least a half-time academic or technical course load in an accredited college or technical school are eligible for participation.
- ✓ Students who maintain a grade point average (GPA) of 2.0 or higher on a 4.0 scale.
 - To qualify at the GS-02 level, students must have a high school diploma or equivalent; **OR**
 - To qualify at the GS-03 level, students must have completed 1 academic year of post-high school study; **OR**
 - To qualify at the GS-04 level, students must have completed 2 academic years of post-high school study or possess an associate's degree.

Basis of Evaluation:

Applicants who meet the basic qualification requirements will be rated on the basis of relevant experience, education, related volunteer experience, training, and job-related or school-related awards. In addition to the basic qualifications, **students must be proficient with Microsoft Word, Excel and Outlook.**

To receive consideration, ALL applicants MUST submit a copy of their most recent college/school transcripts with their resume or application. Applications that do not include the transcripts cannot be eligible for consideration. (If transcripts cannot be obtained by cut-off dates, please include in your application package a letter from your school stating that you are a student in good standing with at least a 2.0 grade point average (on a 4-point scale).

How to Apply:

Interested students may submit a resume or other documents such as an optional Federal employment application, or general employment application form. Application packages must be postmarked by the closing date of this announcement. If emailing or faxing application materials, it must be done prior to midnight on the announcement close date.

A. Your application must contain the information described in the Office of Personnel Management pamphlet, "Applying for a Federal Job," which can be found at Internet web site: <http://www.opm.gov/forms/pdfimage/of0510.pdf> . At a minimum the front page of your resume/application should include:

- Announcement number (DEU-SW-2006-13),
- Title of Position Applying for (Student Trainee [Information Technology]),
- Grade applied for (GS-02, GS-03, or GS-04),
- Your full name, mailing address, telephone numbers,
- Social security number,
- Country of citizenship,
- Your work and educational background.

B. Additional information/completed forms should be submitted if applicable:

- For veterans claiming preference, copy of ALL DD-214s and, if applicable, verification of disability dated within the preceding year,
- Copy of college/school transcripts (or letter from school, see above).

Submit complete application package to:**Southwestern Power Administration****Attn: Lynn King, S-6200****One West Third Street****Tulsa, OK 74103****OR Email: Lynn.King@swpa.gov****OR Fax to 918-595-6656****Questions? Call Lynn at : (918) 595-6617*****Specific Requirements/Conditions of Employment:***

1. Applicants must be citizens of the United States (or owe allegiance to the United States).
2. Applicants must be at least 16 years of age to apply for this vacancy.
3. Public Law 103-356 requires direct deposit of Federal wage, salary, and retirement payments by electronic funds transfer.
4. The *selectee* is subject to a brief background investigation prior to entering on duty. This brief background investigation may take up to three weeks to successfully adjudicate before selectee may begin employment. A comprehensive background investigation will commence upon effective date of hire and may take up to 9 months to adjudicate. Unsuccessful adjudication will result in the termination of employment.

Reasonable Accommodation: This agency provides reasonable accommodation to applicants with disabilities. If you need a reasonable accommodation for any part of the application and hiring process, please notify this agency. The decision on granting reasonable accommodation will be on a case-by-case basis.

Veterans' Preference:

The Veterans' Preference Act of 1944, as amended, provides veterans who are disabled or who served on active duty in the Armed Forces during certain specified time periods or in military campaigns preference over others in hiring from competitive lists of eligibles. A veteran must have been separated from active duty in the Armed Forces with an honorable or general discharge. As defined by 5 U.S.C. 2101(2), *Armed Forces* means the Army, Navy, Air Force, Marine Corps, and Coast Guard. When applying for Federal jobs, eligible veterans should claim preference on their application or resume and include a copy of their DD-214. For more information about this and other veterans' issues, refer to the VetGuide, published by the Office of Personnel Management, at <http://www.opm.gov/veterans>.

NOTE: The Defense Authorization Act of November 18, 1997, extended veterans' preference to persons who served on active duty during the Gulf War from August 2, 1990, through January 2, 1992. The law grants preference to persons otherwise eligible and who served on active duty during the period, regardless of where the person served or for how long. The law also authorized the Secretary of each military department to award the Armed Forces Expeditionary Medal for service in Bosnia during the period November 20, 1995, to a date to be determined. The award of the Medal is qualifying for veterans' preference. More information on veterans' preference is available in the VetGuide that may be found on the U.S. Office of Personnel Management web site at <http://www.opm.gov/veterans>.

This job announcement is only one source of candidates the selecting official can use to fill positions. Management reserves the right to fill more than one position from this announcement within 90 days of the closing date.

GENERAL INFORMATION ABOUT SOUTHWESTERN POWER ADMINISTRATION:

Southwestern Power Administration (Southwestern) was created in 1943 to market power and energy produced at the U.S. Army Corps of Engineers hydroelectric power projects. That electricity is provided to rural electric cooperatives and municipalities in a six-state area: Arkansas, Kansas, Louisiana, Missouri, Oklahoma, and Texas. Southwestern is responsible for repaying the U.S. Treasury for all costs associated with the production and marketing of hydroelectric power. Those costs include principal and interest on dam construction, as well as annual costs of operation and maintenance. Efficient operations allow Southwestern to supply economical hydroelectric power. That helps municipalities and rural electric cooperatives stay in line with limited budgets and still allow Southwestern to repay the Federal investment in dams and transmission facilities with interest. By generating hydroelectric power at 24 Federal multi-purpose water resource projects (dams), the projects have, for more than 60 years, helped to supply electricity to cities, towns, and rural areas. To integrate the operation of the hydroelectric generating plants, Southwestern maintains 1,380 miles of high-voltage transmission lines, 24 substations, and 46 microwave towers. Seventeen of the 24 generating plants are scheduled directly by Southwestern. Nineteen generating plants contribute to the interconnected system operations. Generation at five projects serves specific customer loads. Southwestern has over 100 preference customers that ultimately serve over seven million end-use customers.